

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 7/27/2017

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
John H Williams
Cathy Hart
Nancy M Kerr

BOARD MEMBERS ABSENT: Zendi F Meharry

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Marcie Rightnowar, Appeals/Hearings Coordinator
Maurie Ellsworth, General Counsel
Mitchell Toryanski, Legal Counsel
Kellie LaBonte, Technical Records Specialist

OTHERS PRESENT: Toni Pugmire, Idaho Hospital Association

The meeting was called to order at 9:00 AM MDT by Joshua R Thompson.

Ms. Kerr made a motion to adopt the agenda as presented. It was seconded by Ms. Hart. Motion carried.

APPROVAL OF MINUTES

Ms. Kerr made a motion to approve the minutes of 5/4/2017 as written. It was seconded by Ms. Hart. Motion carried.

Ms. Kerr made a motion to approve the minutes of 6/22/2017 as amended. It was seconded by Ms. Hart. Motion carried.

EXECUTIVE ORDER

Ms. Cory re-reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Ms. Cory also updated the Board on the

information and process for public comment which has been added the Board's website.

LEGISLATIVE REPORT

Mr. Toryanski gave the legislative report. The deadline to submit proposed law changes to the Governor's Office for the 2018 Legislative Session has passed. The deadline to submit proposed rule changes to the Governor's Office is August 18, 2017 for the 2018 Legislative Session.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$45,181.59 as of 6/30/2017.

Ms. Hall presented the Board contract.

Ms. Kerr made a motion to approve and authorize the Board Chair to sign the Board's contract with the Bureau. It was seconded by Ms. Hart. Motion carried.

INVESTIGATIVE REPORT

Ms. Rightnowar gave the investigative report, which is linked above.

TO DO LIST

The Board reviewed the to-do list and no action was taken.

NATIONAL ASSOCIATION OF BOARDS OF EXAMINERS OF LONG TERM CARE ADMINISTRATORS (NAB)

The Board discussed the computer based testing agreement, the exam candidate handbook, and the new examination. Ms. Hart made a motion to accept the NAB computer based testing agreement as completed and authorize the Board Chair to sign. It was seconded by Ms. Kerr. Motion carried.

NEXT MEETING

The Board discussed the next meeting and conference call dates. The next two conference calls have been scheduled for Thursday, September 7, 2017 at 9:00 AM and Thursday, December 7, 2017 at 9:00 AM. The next face to face meeting is scheduled for Monday, October 30, 2017 at 9:00 AM. This meeting was originally scheduled for the first week of November.

Mr. Williams joined the meeting via phone at 9:36 AM.

BOARD ELECTIONS

Ms. Kerr made a motion to elect Mr. Thompson as Board Chair. It was seconded by Ms. Hart. Motion carried.

Ms. Hart made a motion to elect Ms. Meharry as Board Vice-Chair. It was seconded by Ms. Kerr. Motion carried.

NAB CONFERENCE REPORT

Mr. Thompson gave a report regarding the Annual NAB Conference he attended in Salt Lake City in early June. He provided the Board with information regarding the Health Services Executive (HSE) certification and the requirements for Administrator in Training (AIT). For the HSE certification, NAB requires a 6 month AIT program. The Board discussed the differences in Idaho's requirements and NAB requirements for AIT. Many states also require 6 months (1040 hours) of AIT training. Idaho is one of few states requiring training beyond 6 months. He said that Eastern Washington University is the first university west of the Mississippi River that has NAB approval.

Mr. Thompson said that the Idaho Health Care Association has not addressed the Board asking for a change in the requirements for Administrator in Training. Mr. Thompson said that NAB is providing the information to all states regarding its requirements and felt the Board needed be aware of this issue. The Board will continue its discussion at its next face to face meeting and will invite staff from the Idaho Health Care Association to attend the meeting.

NURSING HOME ADMINISTRATORS FOR PRELITIGATION PANELS

Ms. LaBonte said that the list of licensed administrators willing to serve on prelitigation panels was last updated in 2012. A memo was sent to licensed individuals in 2012 asking for volunteers in order to create the list. A draft memo, similar to the one sent in 2012, was presented to the Board. Discussion was held.

Ms. Hart made a motion to approve the memo from the Board to be sent to licensed nursing home administrators inviting them to serve on panels as needed. It was seconded by Ms. Kerr. Motion carried.

EXECUTIVE SESSION

Ms. Hart made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Kerr. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Ms. Kerr, aye; and Mr. Williams, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Ms. Kerr. The vote was: Mr. Thompson, aye; Ms. Hart, aye; Ms. Kerr, aye; and Mr. Williams, aye. Motion carried.

CONTINUING EDUCATION COURSES

Ms. Hart made a motion regarding the following courses submitted by Idaho Hospital Association for continuing education credits:

Approved

The Way Up	2 hours
Start at Step Z	1 hour
The Patient Financial Navigator	1.25 hours
Don't Let Liability Claims Wreck Your A/R	1.25 hours
HFMA Certification Program	0.5 hours
The Future of Healthcare & Impacts of AHCA	1.25 hours
Disruptive Innovation in Healthcare Delivery	1.5 hours
Top 5 Cybersecurity Issue Healthcare...	1.25 hours
Shifting from Strategic Planning and execution	1.5 hours
Rules of Engagement	2 hours
Managing Employee Mental Health Issues...	1.5 hours
Healthcare Apprenticeship Programs...	0.75 hours
HIPAA and the Media	1.5 hours
Improving Community Health....	1.5 hours

Denied

Employer Policies and Protected Concerted Activity – the NLRBS view
Behavioral Health Problems in the ED: Legal Requirements and Risk
Management Solutions
Value Based Payments for Rural Providers – The Rural ACO Experience

It was seconded by Ms. Kerr. Motion carried

CONTINUING EDUCATION FOR REINSTATEMENT

Ms. Hart made a motion for 901124206 to hold CEUs for reinstatement pending receipt of additional CEUs and granted the licensee 30 additional days to submit. It was seconded by Ms. Kerr. Motion carried.

Ms. Hart made a motion to approve the remaining CEUs for reinstatement. It was seconded by Ms. Kerr. Motion carried.

QUARTERLY REPORTS

Ms. Kerr made a motion to approve the quarterly reports submitted. It was seconded by Ms. Hart. Motion carried.

APPLICATIONS

Ms. Kerr made a motion to approve the endorsement application for Matthew Lloyd. It was seconded by Ms. Hart. Motion carried.

Ms. Kerr made a motion to hold application 901153223 pending receipt of additional information. It was seconded by Ms. Hart. Motion carried.

Ms. Kerr made a motion to hold application 901151215 pending receipt of additional information. It was seconded by Ms. Hart. Motion carried.

ADJOURNMENT

Ms. Hart made a motion to adjourn the meeting at 12:12 PM. It was seconded by Ms. Kerr. Motion carried.

Joshua R Thompson, Chair

John H Williams

Cathy Hart

Nancy M Kerr

Zendi F Meharry

Tana Cory, Bureau Chief